



You are hereby summoned to the meeting of the Personnel Committee
To be held on Monday 18th December 2023 at 6.15pm

Sharon Smyth

Town Clerk

12th December 2023

Attleborough Town Council

AGENDA

Personnel Committee Membership

Cllr A Westby, Cllr E Tyrer, Cllr T Ashby, Cllr R Bond, Cllr T Taylor

1 Apologies for Absence

To receive and accept apologies for absence.

2 Declarations of Interest

a) **To receive and consider declarations of interest in items below:**

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

b) **To receive and consider dispensations in respect of Disclosable Pecuniary Interests.**

3 Minutes of the Personnel Committee meeting held on the 23rd October 2023

For acceptance and approval.

4 Public Participation (10 Minutes)

5 Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

6 Senior Grounds Staff Contract of Employment - for consideration and resolution

**7 To Confirm the Permanent Appointment of 2 Grounds Staff, Contracts of Employment & Salaries
for consideration and resolution**

8 Occupational Health Checks for Grounds Staff - for consideration and resolution



**Minutes of the meeting of the Personnel Committee
Held on Monday 23rd October 2023 at 5pm at the Town Hall**

Present:

Cllr T Ashby (Presiding)
Cllr A Westby Cllr T Taylor Cllr R Bond
Anne Willett (Town Clerk Assistant) – Minute Taker

41.2023) Apologies for absence.

Cllr Tyrer

42.2023) Declarations of Interest

- a) To consider declarations of interest in respect of items below – None received
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest –
None received

43.2023) Minutes of meeting of the Personnel Committee held on 16th October 2023

On the motion of Cllr Westby, seconded by Cllr T Taylor, it was

RESOLVED to accept the minutes of the Personnel Committee meeting held on 16th October 2023

ACTION: CLERK

44.2023 Public Participation - None present

45.2023) Exclusion of Press and Public

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was,

RESOLVED to exclude the press and public due to the sensitive nature of items to be discussed.

46.2023 To Approve Recommendation of the Interview Panel for the Appointment of Preferred Applicant

Four applicants were invited for interview, two applicants were no longer available as they had each accepted alternative offers of employment.

On the motion of Cllr Ashby, seconded by Cllr Bond, it was

RESOLVED - to approve recommendation of the interview panel and to appoint the second applicant for the Town Clerk vacancy.

47.2023 To Discuss Terms of Employment and Draft Contract

The following amendments were recommended

12.1 This will be performed by the Chair and Vice Chair of the Town Council

13.2 Remove

13.1 You are required to work 37.5 hours per week which will include evening meetings as and when required. No working from home except for exceptional circumstances.

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was

RESOLVED – to accept and approve the above amendments to Terms of Employment and Draft

Personnel Com Mins 23.10.23

Contract, salary to be reviewed after 13-week probationary period.

48.2023) Outstanding Recommendations to be made to Full Council on the Permanent Appoint of Two Staff Members

On the motion of Cllr Ashby, seconded by Cllr Bond, it was

RESOLVED- to make recommendations to Full Council to appoint two staff members as permanent members of staff.

Meeting closed 5.35pm